

**Confidential -- Faculty/Staff Use Only**  
**Academic Misconduct Report**

To: Justin McFeeters, Campus Judicial Coordinator, Alley House A-36, Cross Center  
From: [ \_\_\_\_\_ ]  
Date: [ \_\_\_\_\_ ]

This is (check one) an academic misconduct **charge**      **-or-** a report of an **admonition**  
(Admonitions are not appropriate for every incident of misconduct and may not be used in semester-long assignments, e.g. term papers or final examinations. See Academic Misconduct Code § 2.3.1)

**Student Name:** [ \_\_\_\_\_ ] **ID#** [ \_\_\_\_\_ ]

**Course abbreviation** [ \_\_\_\_\_ ] **number and section** [ \_\_\_\_ - \_\_\_\_ ]

**Discovery date** [ \_\_\_\_\_ ] (please report within 15 class days of discovery)

**Summary of incident**

[ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ]

(Please include name of person discovering incident if different from the instructor. If a charge of misconduct is being filed, please attach relevant supporting documents, e.g. copy of assignment, source of plagiarism, etc.)

**Grade penalty** to be imposed, if applicable: [ \_\_\_\_\_ ]

IF THIS IS A CHARGE OF MISCONDUCT, send this completed form to the Campus Judicial Coordinator. No grade penalty should be imposed until guilt is officially established. If established, a charge of misconduct results in a grade penalty, a university penalty (censure, community service, suspension, expulsion), and a permanent record of the incident reportable outside the university.

IF THIS IS A REPORT OF AN ADMONITION, send this completed form to the Campus Judicial Coordinator. An appropriate grade penalty may imposed immediately. A record of this incident will be maintained by the Provost but will not be reportable as a case of academic misconduct. A copy of this form may be given to the student to confirm that the student was *told* about the incident, had an opportunity to *explain*, was informed about the *grade penalty* to be imposed and any remedial work required, and received written notice on *how to appeal*. An admonition can be appealed within fifteen class days by contacting the Campus Judicial Coordinator at [jmcfeters@ou.edu](mailto:jmcfeters@ou.edu) or 325-1540. Further information is available at [www.ou.edu/provost/integrity-rights](http://www.ou.edu/provost/integrity-rights).

**Instructor's signature:** \_\_\_\_\_

(CJC/Dean/Provost use only)

CHARGE		ADMONITION	
CJC receipt date	_____	CJC receipt date	_____
Service date mail	_____	CJC notice to D/P	_____
Service date other	_____	Appeal if any	_____
CJC notice toD/P/AR	_____	Provost receipt	_____
Dean receipt date	_____	Provost notice to CJC	_____
Provost receipt date	_____	CJC sanction notice	_____